

GLENVIEW MANSION

AT ROCKVILLE CIVIC CENTER PARK



CITY OF ROCKVILLE, MARYLAND

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Glenview Mansion, located in the 153-acre Rockville Civic Center Park, is perfect for weddings, receptions, mitzvahs, birthdays, anniversaries and other social events. Owned and operated by the City of Rockville, our elegant 1926 home is included on the National Register of Historic Places because of its significant architecture and Formal Gardens. Glenview Mansion was built to entertain and is still the perfect location for celebrations.

The maximum capacity for Glenview Mansion is 225, which means 200 guests and up to 25 support staff/vendors. Every rental includes the use of the entire home and Formal Gardens, in addition to a customized set-up to support the unique needs of your event. We provide event tables and banquet chairs for use in the home and on the porches, which is included in your rental.

The first floor of the mansion is fully furnished. The second floor is home to the Glenview Mansion Art Gallery. Whether you host an event here or simply come to discover an art gallery exhibit, a monthly Sunday afternoon concert, or the beautiful formal gardens, we hope you will return again and again.

ROCKVILLE CIVIC CENTER BUSINESS OFFICE HOURS

Monday through Friday 8:30am-5:00pm

RENTAL TOURS

Personalized tours of Glenview Mansion are scheduled around our private events and to meet your scheduling needs. We ask that you schedule an appointment to tour the venue by contacting the Civic Center business office at 240-314-8660 or by e-mailing us:

Nanette Belice at nbelice@rockvillemd.gov – Office Manager

Sandra Christian at schristian@rockvillemd.gov – Rental Manager

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SOCIAL EVENT RENTALS: Valid through June 30, 2016

Rental rates below include set-up, event time and clean-up. Included in these rates is the use of the entire house, Art Gallery, Formal Gardens, event tables and banquet chairs for use in the home and on the porches for the day of your event.

() = Rental rate for each additional hour

MONDAY – THURSDAY	<i>8 hour rental</i>	<i>10 hour rental</i>	<i>6 hour rental</i>
Rockville*	\$2,500 (\$310)	\$3,200 (\$310)	\$1,875 (\$310)
Non-Rockville	\$2,900 (\$360)	\$3,600 (\$360)	\$2,175 (\$360)
FRIDAY & SUNDAY	<i>8 hour rental</i>	<i>10 hour rental</i>	
Rockville*	\$3,200 (\$400)	\$4,000 (\$400)	
Non- Rockville	\$3,600 (\$450)	\$4,500 (\$450)	
SATURDAY	<i>8 hour rental</i>	<i>10 hour rental</i>	
Rockville*	\$3,900 (\$500)	\$4,900 (\$500)	
Non-Rockville	\$4,600 (\$600)	\$5,800 (\$600)	

ANY TENTING AT YOUR EVENT REQUIRES A 10 HOUR RENTAL

RENTALS IN JANUARY, FEBRUARY AND MARCH receive a 10% discount on the above rates.

GLENVIEW MANSION COTTAGE RATES

For \$200 total, the Glenview Mansion Cottage can be rented during your contracted time when you book a 6-hour minimum social event at Glenview Mansion. Maximum capacity for the Cottage is 25 guests.

NON-PROFIT RATES

Special rates are available for non-profit organizations hosting events that directly benefit the organization. A \$500 refundable security deposit is required and the entire balance is due at contract signing. Please call the business office for more details.

MONDAY – FRIDAY	<i>8 hour rental</i>
Rockville* or Non-Rockville	\$1,700
SATURDAY & SUNDAY	<i>8 hour rental</i>
Rockville* or Non-Rockville	\$2,300

*Rockville resident rates apply to those owning property or living within the corporate tax district of the City of Rockville. When parents or grandparents of the bride or groom are City residents or property owners, they are permitted to execute and sign a contract for the couple using the Rockville rate provided they will be in attendance at the event. Proof of residency is required.

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SEATING & FOOD ARRANGEMENTS AT GLENVIEW MANSION

SEATED MEALS: We can accommodate 110 guests or fewer between the Dining Room and Living Room. Seating at event tables is also allowed in the Bowie Library; Arcade; and on the front, Living Room and Dining Room porches. Seating at event tables is allowed in the Conservatory, if there is no dancing. For larger events, a tent in the Formal Gardens can host a seated meal for up to 200 guests.

BUFFET or FOOD STATIONS: For events choosing a buffet or food station format, the caterer will set this up in the Dining Room and/or Arcade. Small cold stations are permitted in certain areas of Glenview Mansion upon approval by the Rockville Civic Center administration.

PASSED FOOD & BEVERAGES: Servers walking with trays of passed food and beverages, such as hors d'oeuvres or champagne, throughout an event are welcome.

Furnishings in the social rooms of the home include inviting chairs, couches, and occasional tables for casual seating on the first floor. We consider this our "everyday" set-up, where guests can enter the home and find a comfortable place to sit and lounge. There are times when clients may want to maximize seating on the first floor of the Mansion to accommodate guests more graciously for a formally seated meal. Below is the maximum capacity of guests we can seat in each social room.

Conservatory – Seats up to 50 guests at event tables and up to 70 guests for an indoor ceremony

- The Conservatory accommodates indoor ceremonies and dancing. It can seat up to 70 guests using our banquet chairs for an indoor ceremony.
- If there is dancing in the Conservatory, no seating for a meal can be set-up in this space.
- Buffet and/or food stations are not allowed.
- This space does not include casual "everyday" seating – we leave the space free of furniture for ceremonies and dancing.

Bowie Library – Seats up to 12 guests at event tables

- The Bowie Library can accommodate up to 12 guests seated at event tables.
- Buffet and/or food stations are not allowed.
- Large photo booths and other specialty entertainment are nicely accommodated in this space.

Arcade – Seats up to 8 guests at event tables

- An inside beverage station must be set-up in this area.
- Up to 8 guests can be seated at event tables.
- Cabaret tables can be placed in the space at which guests can stand.
- Buffet and/or food stations are allowed in this area, which opens up the Dining Room for extra guest seating at event tables.

Dining Room – Seats up to 50 guests at event tables

- The Dining Room can accommodate buffet and/or food stations.
- Up to 50 guests can be seated at event tables.
- Between 18 and 32 guests can be seated at event tables with a buffet and/or food stations.

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SEATING & FOOD ARRANGEMENTS AT GLENVIEW MANSION (continued):

Living Room – Seats up to 48 guests at event tables plus 12 guests at the large oval table

- The Living Room can accommodate up to 48 guests seated at event tables.
- In addition, up to 12 guests can be seated at the large oval table.
- Buffet and/or food stations are generally not allowed; ask Civic Center Manager about exceptions.

Porches (Front, Living Room and Dining Room) – Seating depends on porch location

- Outdoor seating is allowed on the three (3) porches on the first floor.
- We provide the event tables and garden chairs in these areas (set-up/taken down by your caterer).
- Up to 16 guests can be seated on the front porch.
- Up to 12 guests can be seated on the Living Room porch.
- If a beverage station is set-up on the Living Room porch, then up to 6 guests can be seated.
- Up to 12 people can be seated on the Dining Room porch.

TABLES AND CHAIRS AVAILABLE FOR EVENT USE

Rectangular event tables:

- 15 – (6' x 30") tables with 30" drop (can seat 6 people)
- 7 – (6' x 18") tables with 30" drop (can seat 6 people)

Round event tables:

- 10 – (22" w x 42" h) high-top pedestal tables with 42" drop (accommodates two people)
- 7 – (3') tables with 30" drop (can seat 4 people)
- 12 – (4') tables with 30" drop (can seat 6 people)
- 8 – (5') tables with 30" drop (can seat 8 people)

Specialty event tables:

- 4 – Crescent buffet tables with 30" drop
- 4 – (60") half-round buffet tables with 30" drop

The following wooden tables within Living Room furnishings may be used:

- 1 – Oval Table (66" x 48" closed; 114" x 48" extended) with 30" drop

Note: custom table lifts available upon requests to accommodate wheelchairs.

Chairs:

- 119 Banquet chairs for inside use only
- 200 White resin garden chairs for outdoor ceremony use only
- 40 White resin garden chairs for porch seating only

RENTAL ACCESS AND TIME BLOCKS

- Access to Glenview Mansion and Formal Gardens for an event is restricted to the contracted times.

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RENTAL ACCESS AND TIME BLOCK (continued):

- Your rental includes use of the entire first floor of Glenview Mansion, two dressing rooms on the second floor as well as the Formal Gardens on the grounds. The 2nd floor art gallery may be opened for a period of time during the event.
- A typical use of Glenview Mansion for an event includes a minimum of two hours for set-up and one hour clean-up. Set-up includes time for deliveries, work by caterers, florists, band/DJ and other services. Guests should not be present during set-up/clean-up.
- All events planning to have a tent in the Formal Gardens must contract for at least 10-hours of time.

HOLD POLICY

Contracting an open date at Glenview Mansion is on a first-come, first-served basis. An open (available) date may be put on hold for 4 business days. Failure to sign a contract and present the down payment before the close of business on the fourth day will result in the date becoming “open” and available to others at 8:30 a.m. on the next business day.

DOWN PAYMENT

In order to secure a date, a contract must be signed and returned to Glenview Mansion with the down payment. A down payment of \$1,500 is required. Acceptable forms of payment include MasterCard, Visa, a check payable to “City of Rockville,” cash or money order.

SECURITY DEPOSIT

A \$500 security deposit must be paid at least 120 days prior to the event date along with the balance due on the contract. Fees will be charged for any over time use or damage of City of Rockville property, furnishings or equipment as a result of contract use of Glenview Mansion. Fees are determined by Glenview Mansion staff.

BALANCE DUE

Clients are required to pay the final balance, security deposit and any balance due for ceremony chairs no later than 120 days prior to the date of the event.

FINAL WALK THROUGH

All clients must schedule a final walk through at Glenview Mansion to determine set-up needs. The licensed and insured caterer, tent provider representative, the client(s) and Glenview Mansion staff must all be present. The final walk through must take place Monday through Friday between the hours of 8:30am – 4:30pm and are available by appointment only. The final walk through should take place no less than 30 days prior to the event.

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EVENT RELATED DELIVERIES AND PICK UPS

All deliveries, including alcohol, and pick-up of event supplies must be completed during the rental time block indicated on the contract unless otherwise pre-approved and coordinated through the Rockville Civic Center Office with approval from the Rockville Civic Center Manager.

The Glenview Mansion basement is available for short-term storage of items such as outdoor rental tables/chairs, catering equipment and beverages prior to events. Delivery of items for the basement must take place Monday through Friday between the hours of 8:30am – 4pm. Pre-delivery of items to the Formal Gardens is at your own risk and the City of Rockville shall not be held responsible for any missing items.

CANCELLATIONS

Change of date requests are considered cancellations. Cancellations must be received in writing from the person whose name appears on the signature line of the contract. The cancellation date is the date in which written and signed notification is received in the Glenview Mansion office.

- If the contract is cancelled more than 120 days prior to the event, Glenview Mansion retains the entire down payment until the event has passed. If Glenview Mansion receives a contract for a new event on the contracted date, half of the down payment will be returned after the new event has taken place.
- If the contract is cancelled fewer than 120 days prior to the event, Glenview Mansion retains the entire rental fee. If Glenview Mansion receives a new event on the contracted date and the event takes place, the entire down payment is retained and the remaining fees are returned to the client.
- Regardless of the cancellation date, if the contract is cancelled and no new contract is received for the contracted date. The client is responsible for payment of the entire contract amount to the City of Rockville.
- If Glenview Mansion cancels this contract for any unforeseen reason (e.g. weather related conditions or loss of power), the client's contract will be reviewed and amended with a change of date or consideration for provision of a refund.

CATERER MUST BE LICENSED AND INSURED

- Glenview Mansion requires all caterers to be licensed and insured. There are no preferred caterers. Any caterer is welcome. A copy of their insurance and operating license must be on file at the Civic Center business office by the date of the final walk through. **Please see Attachment A: City of Rockville, MD Insurance Requirements.**
- Caterers are responsible for all food related service and clean up. This includes: restoring the kitchen to the clean condition as it was upon arrival; removing of all trash and recycled items to the appropriate containers outside; and removing all food and equipment brought to the site for the event.

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- Restaurants may be contracted to drop-off food to events, but additional support staff must be hired to set-up, serve and clean-up.

ALCOHOL PERMITS & CERTIFIED BARTENDERS

- For all events at Glenview Mansion where alcohol is served, a licensed bartender must be present and serving the alcohol at the beverage station throughout the event.
- Alcoholic beverage passing by wait staff and bar service is prohibited 30 minutes before the end of the event. This means last call for alcoholic beverages is 45-60 minutes before the end of the event to allow guests time to get their alcoholic beverage. Non-alcoholic beverages can be served anytime to guests during the set-up and event time.
- For private events held free of charge for attendees, where alcohol is provided as an optional beverage served at an open bar, no alcohol permit is required.
- Events where alcohol is included in the price of admission to the event or if a cash bar is set-up, an alcohol permit must be obtained from Montgomery County.
- Requests for alcohol permits must be made at least 30 days prior to the event date. Please contact: Montgomery County Dept. of Liquor Control located at 201 Edison Park Drive, Gaithersburg, MD 20878, Phone: 240-777-1999.

RED WINE & PURPLE AND RED BEVERAGES

- Red wine and/or purple and red beverages are allowed only if the \$500 beverage fee has been paid, per your contract, to our Civic Center business office.
- If no fee has been paid, red wine and/or purple and red beverages are strictly prohibited in the Mansion (including Cottage) and grounds.
- Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only is allowed.

FOOD PERMITS

For events that are open to the public, with or without an admission charge, where food is served, a Temporary Food Service License is required by Montgomery County. This does not apply to events where a licensed caterer is providing food. Requests for food permits must be made at least one week prior to the event. Please contact Montgomery County Health and Human Services Licensure Services office at 240-777-3986 for information and application forms.

FACILITY SET- UP RESTRICTIONS

- No organized events can be held on the front lawn.

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FACILITY SET-UP RESTRICTIONS (continued):

- Dancing is restricted to the Conservatory. Due to potential spills making floors slippery, beverages are not welcome on the dance floor.
- The beverage station must be in the Arcade or on the Living Room porch.
- House furniture (sofas, upholstered chairs, large wooden tables) cannot be removed from the space unless approved by Glenview Mansion staff.
- Candles are allowed in Glenview Mansion if they are placed within a container with a bottom and sides. The base of the container must be able to catch all the candle wax as it melts. The candle flame must be within the container.
- No fog machines or other activities that can produce a false fire alarm are allowed.
- No pyrotechnics, including but not limited to fireworks, sparklers, bonfires or tiki torches, are allowed on the property.

NOISE ORDINANCE

All outdoor music will be monitored to ensure compliance to decibel levels in the City of Rockville Noise Ordinance enforced by the EPA of Montgomery County. All D.J.s or bands must comply if requested to lower their volume by Civic Center staff. By 9 PM decibel levels must be 55 decibels or lower; this equates to two people conducting a normal conversation with a distance of 10 feet between them.

NO SMOKING INDOORS

Glenview Mansion prohibits smoking inside the facility. Smoking is allowed 50 feet away from the building in the surrounding park areas.

EVENT FACILITY SUPERVISORS

The Facility Supervisor, representing the City of Rockville, is in charge of ensuring that all Glenview Mansion rules and regulations are followed during the event both by all guests and contracted services. The Facility Supervisor will be on duty during the contracted hours to: assist with house concerns such as heating or air conditioning issues; monitor restrooms; serve client requests; and ensure that the renter and all auxiliary services vacate the property by the end of the contracted time. The Facility Supervisor is not a coordinator nor should he or she be expected to assist in set-up, clean-up or any other aspect of the event.

CEREMONY OPTIONS

OUTDOOR ceremonies may only be conducted at approved sites within the four-level Formal Garden area of Glenview Mansion, Bowling Green located behind the Cottage or front lawn. No formal set-up or activities are permitted on the front lawn (with the exception of a ceremony) or green spaces outside of

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CEREMONY OPTIONS (continued):

the Formal Garden or Bowling Green areas. The provision of outdoor ceremony chairs by Glenview Mansion is limited to the following:

- 4th (lower level) of the Formal Garden (fountain area): 25 chairs maximum
- 3rd (unleveled) of the Formal Garden: No set-up is permitted on this level
- 2nd (midlevel) of the Formal Garden: 150 chairs maximum
- Bowling Green (behind Cottage): 200 chairs maximum
- Front lawn: 200 chairs maximum

INDOOR ceremonies may be held in the Conservatory. Chairs may be set-up for 70 or fewer guests. For ceremonies with larger numbers of guests, it is recommended that only 30 chairs be set-up and the remaining guests stand.

Flower petals, rice or birdseed may not be used at Glenview Mansion for either indoor or outdoor ceremonies.

OUTDOOR WEDDING CEREMONY CHAIRS

Glenview Mansion offers the rental of up to 200 white chairs for outdoor wedding ceremonies in our Formal Gardens. Our staff can set-up the ceremony chairs by the start of your contracted time, if you wish. Immediately following the ceremony the chairs will be removed unless some chairs are indicated on your final walk through document to be used on the front, living room or dining room porches located on the 1st floor.

Glenview Mansion ceremony chairs are only to be used for the outdoor ceremony (unless the above porch seating expectation is indicated on your final walk through document). If chairs are needed for the reception portion of an event, they must be rented from an outside provider.

Fee paid in advance of the event is \$3.50 per chair:

- If you decide on the day of your event not to have the outdoor ceremony chairs set-up:
 - A \$50.00 fee will be deducted from the original outdoor chair rental.
 - Our staffs will set-up (70 or fewer) chairs inside the Conservatory for the indoor ceremony and your caterer will put the chairs away after the ceremony.
 - The balance of the outdoor wedding chair rental fee will be returned to you.
- If you have the chairs set-up outside and all or a partial set-up is completed and the weather changes or makes it otherwise undesirable to have the ceremony outdoors, you are responsible for the full outdoor chair fee as contracted.

WEDDING CEREMONY REHEARSAL

A one (1) hour rehearsal may be reserved on a Thursday between the hours of 8:30am – 8:30pm or on a Friday between the hours of 8:30am – 1pm (prior to a Friday wedding) at no additional cost based on availability. Friday evening rehearsals are not available. Glenview Mansion reserves the right to reschedule or cancel a rehearsal at any time if an event is booked during the chosen rehearsal time.

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WEDDING CEREMONY REHEARSAL (continued):

Rehearsals only include the use of the Conservatory and the Formal Gardens unless otherwise noted. Rehearsal use does not include permission to serve food and/or beverages. Rentals of other areas within Glenview Mansion may be occurring at the same time as your rehearsal. In order to respect all user groups and the facility, please check-in with staff upon your arrival. There can easily be two rehearsals on the same day/evening. Please plan to keep your rehearsal to your allotted time.

CITY OF ROCKVILLE STORM POLICY

The safety of all guests at Glenview Mansion is the top priority at all events. If the weather includes lightening or high winds, all guests must remain inside Glenview Mansion until the conditions change and support safe use of the outdoor areas including tents. Guests may not return to the outdoor area until 30 minutes after the last lightning strike was seen and the last clap of thunder was heard. Thanks to radar and smart phones, an accurate understanding of storm issues can easily be accessed to help ensure the safety of guests and service staff at events.

TENT PROVIDERS MUST BE LICENSED AND INSURED/POLICY

All tent providers must have a certificate of liability insurance and an operating license in order to tent on Civic Center grounds. A copy of these documents must be on file at the Civic Center business office by the date of the final walk through. **Please see Attachment A: City of Rockville, MD Insurance Requirements.**

Tents for private rentals at Glenview Mansion are welcome if they comply with the following rules and procedures.

1. Tents may be set-up in only two locations:
 - a) Bowling Green behind the Cottage
 - b) Level 1 of the Formal Gardens (just off the Living Room/Dining Room terrace)
2. All tents must be water barreled to ensure no damage occurs to the lawn, tree roots or underground electrical conduit.
3. Tents must be placed in a manner that has no impact on existing trees, bushes, flower beds, etc. Tent companies may not trim any of the Glenview Mansion trees, bushes, or flower beds.
4. Tents must be set-up on the day of the event and either removed on that same day or early the next morning. The complete removal must be accomplished at least two hours prior to the next event's set-up time. Glenview Mansion staff, without exception, must approve tent set-ups and take-downs that do not fall within these perimeters.
5. The tent set-up and take-down must be coordinated with the set-up needs for what is going under the tent (tables, chairs, dance floor, décor items, etc.). Glenview Mansion staff must be informed of this coordination plan before or at the time of the final walk through.
6. Tents may not be set-up earlier than 6 AM. Tent set-up and take-down needs to be respectfully done within compliance to the noise ordinance. Quiet times are 9 PM to 9 AM.

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TENT PROVIDERS MUST BE LICENSED AND INSURED/POLICY (continued):

7. If a tent is removed at night, the tent company must provide the work lights needed to assist with a safe take-down of the tent and equipment.

8. Electrical power for tenting Level 1 runs from the power box located on Level 2 of the Formal Gardens. Electrical power for tenting the Bowling Green runs from the basement of the Cottage. Please see "Electric Supply in Formal Gardens" for specifics.

- a) Tent companies must provide a generator with tent set-up for any electrical services, such as lighting, heating, cooling, etc.
- b) Other service providers under the tent, such as catering, musical entertainment, bartender, etc. may also need to provide a generator for extra electrical power.
- c) Lighting inside the tent is required. Lighting outside of the tent is suggested.

9. Due to health and safety requirements, any food or beverage set-ups must be placed either under the big tent or a smaller tent that is large enough to accommodate food and beverage preparation and service.

10. All musical entertainment must be placed under the big tent in order to comply with the City of Rockville noise ordinance of 55 decibels after 9 PM. This noise ordinance equates to two people standing 10 feet from each other having a quiet conversation.

11. A hard floor must be installed for dancing in an effort to preserve the lawn.

12. Tents behind the Cottage in the Bowling Green have no ADA access. Guests in wheelchairs are best driven to the site using the service drive from the theatre parking lot to this garden area. The restrooms in the basement of the Cottage serving the tent area are not ADA compliant.

13. The lawn in the tent areas is easily damaged by the event of rainy weather. The condition of the lawn is not guaranteed for any tent rental use.

14. The client shall be fully responsible for, and shall indemnify and hold the city harmless, from any damage to or loss of objects or property belonging to the City of Rockville, and for any personal injury incurred during or as a result of such use.

ELECTRIC SUPPLY IN FORMAL GARDENS

COTTAGE BASEMENT (Tent level behind cottage)

The power is accessible through a locked doorway on back side of the cottage; you must arrange for access to a key to the pad lock to access the basement in advance and the key must be returned promptly.

There are 4 separate 20 amp circuits available for event use located in the basement of the Cottage. There are 3 heavy power cords available to assist with running this power to tents on the lawn. There is one cable run to be used on the sidewalk where the power cords must cross to support the tent. Each 20 amp circuit is capable of 2400 watts of power total. Please plan to distribute your load between these circuits.

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TENT PROVIDERS MUST BE LICENSED AND INSURED/POLICY (continued):

This is very limited power for most event needs. Typically one line supports the lights in the tent, one provides power to a DJ/music, and the third can assist with catering needs. If the event needs exceed this minimal power access, clients should plan on supplying a generator to support their total needs. NOTE: Often a single coffee Urn will take all the power for a single 2400 watt (20amp) circuit so it goes very quickly.

LEVEL TWO FORMAL GARDENS

There is additional access to electricity via the power box in the Formal Gardens near Level Two. You must have a key to access the pad lock on the green power box or ask a facility supervisor to unlock the box for access. This location is to provide power to ceremonies on Level Two or musicians on Level Two or activities planned on the outdoor porch or terrace.

GLENVIEW MANSION FORMAL GARDENS

The following information is offered to help with planning for your event in the beautiful Formal Gardens at Glenview Mansion.

Amenities in the Formal Gardens

- *Lighting* illuminates the walkway from Glenview Mansion to the fountain, from the fountain area to the Bowling Green behind the Cottage as well as the walkway from the Bowling Green back up to main sidewalk between the mansion and the Cottage. These lights are on a timer and will automatically be part of every evening event.
- *Fountain* in lowest level of the Formal Gardens operates daily via a timer and runs morning through evening events. The fountain operates mid-March through early November.
- *Electricity* is accessible via a panel box on the middle terrace of the Formal Gardens between Glenview Mansion and the fountain and on the Bowling Green from connections in the basement of the Cottage. Electricity from the Cottage's three power cords are most commonly used to: sustain lights in a tent; support a music set-up; and to assist a caterer's needs. Additional needs must be met by a generator which the renter must procure.

Important Formal Garden Information

- Glenview Mansion wedding chairs are available for outside ceremony use for an additional rental fee. These chairs are for ceremony use only.
- The grounds of Glenview Mansion are not sprayed for insects. Individuals may spray/fog the Formal Gardens during the contracted hours of an event.
- Maintenance of the Formal Gardens includes weekly grass mowing as well as routine care for plantings throughout the year.
- Spraying for mosquitos and ticks is allowed on the day of your event. Spraying must be completed during the first hour of set-up, during the contracted time.

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GLENVIEW MANSION FORMAL GARDENS (continued):

- Decorative lights are allowed in the Formal Gardens but must be set-up and removed within the contracted hours of the event.
- No staking of equipment, lights or decorations is allowed on the property.
- Candles are allowed in the Formal Gardens if they are placed within a container with a bottom and sides. The base of the container must be able to catch all the candle wax as it melts. The candle flame must be within the container.
- Ceremony items such as decorative arches, columns, unity candle and table, etc. are welcome, but must be provided by the client.
- All rental equipment (tables, columns, arches, etc.) placed in the Formal Gardens for an event must be removed immediately following the event and within the contracted hours.
- Real or artificial flower petals, rice or birdseed may not be used in Glenview Mansion or the Formal Gardens.
- No pets are allowed inside Glenview Mansion. If a ceremony tradition requires that an animal (e.g. horse) be brought to the property, Glenview staff must be consulted prior to any arrangements being made.
- Access to WIFI is provided inside Glenview Mansion, as well as some areas in the Formal Gardens.

KITCHEN ACCOMMODATIONS

The kitchen of Glenview Mansion is licensed for heating and warming only, there is absolutely **NO COOKING** permitted. Frying or preparing food in any way that extends beyond heating and warming is not permitted. Open flame food containers or equipment that promotes "Cook-to Order" are strictly prohibited. Chafing dishes are acceptable.

Approval to accommodate outdoor grills will be made on a case-by-case basis by Glenview Mansion administration. Grills, if used, must be set-up on pavement at least 30' feet from the rear of Glenview Mansion.

KITCHEN EQUIPMENT

True:	Refrigerator (2 doors)
Traulsen:	Upright freezer (1 door)
AltoShaam:	Electric warming cabinets (2 independent units)
Hobart:	Standard range with 4 working hotplate burners (oven rack is 22"x25")
Fetco:	Coffee maker (thermos style brews half (36 cups) or full (75-cups)
Sinks:	1 deep washing station with 3 compartments (one spray nozzle)
	1 deep single sink
	1 hand washing station

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BAR TABLE/BEVERAGE STATIONS

- Bar tables/beverage stations are permitted inside only in front of the fountain in the Arcade porch – no exceptions. Bar table/beverage stations are also permitted on the exterior side porch and terrace areas, weather permitting.
- Only a licensed alcohol server is permitted to serve alcoholic beverages at an event.
- Red wine and/or purple and red beverages are allowed only if the \$500 red wine fee has been paid, per your contract, to our Civic Center business office.
- If no fee has been paid, red wine and/or purple and red beverages are strictly prohibited in the Mansion (including Cottage) and grounds.
- Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only is allowed.

COURTESY LIST OF CATERERS & TENT PROVIDERS

Caterers on this list are some of the caterers who have worked successful events at Glenview Mansion. They are familiar with the rules, regulations and procedures related to catering at Glenview Mansion. **This courtesy list is for reference only.** You may choose a caterer from this list or you may bring your own licensed and insured caterer.

Catering Companies

Catering by Seasons	www.cateringbyseasons.com	301-477-3519
Chef's Table	www.tctcaterers.com	703-787-9222
Corcoran Caterers	www.corcoancaterers.com	301-588-9200
Elegancia Caters	www.eleganciaticaters.com	301-770-1778
Eleven Courses Catering	www.elevencourses.com	410-459-6773
Putting on the Ritz	www.puttingontheritz.com	301-725-4220
Ridgewells Catering	www.ridgewellscatering.com	301-652-1515
Savory Gourmet	www.savoygrmt.com	240-351-5088
Spilled Milk Catering	www.spilledmilkcatering.com	202-525-6455
Stone Soup Catering	www.stone-soup-catering.com	301-515-6998
Zeffert & Gold Catering	www.zeffertandgold.com	410-944-4481

Tent Rental Companies

A Grand Event (Bethesda, MD)	www.4agrandevent.com	301-231-8368
Allied Party Rentals (Beltsville, MD)	alliedpartyrentals.com	301-288-6026
Capital Party Rentals (Rockville, MD)	www.capitalpartyrentals.com	703-661-8290
Loane Brothers, Inc. (Towson, MD)	www.loanebrothers.com	410-823-6050
Select Event Rentals (Maryland)	www.weparty.com	301-604-2334

GLENVIEW MANSION

AT ROCKVILLE CIVIC CENTER PARK

ATTACHMENT A: City of Rockville, MD Insurance Requirements **(For caterers and tent providers)**

These requirements are mandated by the City of Rockville, Maryland Department of Human Resources, Risk Management.

Prior to the execution of the contract by the City, the User must obtain at their own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The User's insurance shall be primary.

The User must submit to the Purchasing Division, 111 Maryland Avenue, Rockville, MD 20850 a certificate of insurance prior to the start of any work. In no event may the insurance coverage be less than shown below. Unless otherwise described in this contract the successful User will be required to maintain for the life of the contract and to furnish the City evidence of insurance as follows:

Mandatory Requirements for Insurance

User's insurance coverage shall be primary insurance as respects the City, its elected and appointed officials, officers, consultants, agents and employees and any insurance or self-insurance maintained by the City, shall be excess of the User's insurance and shall not be called upon to contribute with it.

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. Workers' Compensation 2. Employers' Liability	Bodily Injury by Accident: \$100,000 each accident Bodily Injury by Disease: \$500,000 policy limits Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement must be signed and dated.
3. Commercial General Liability a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.

GLENVIEW MANSION

AT ROCKVILLE CIVIC CENTER PARK

ATTACHMENT A: City of Rockville, MD Insurance Requirements (continued) **(For caterers and tent providers)**

Alternative and/or additional insurance requirements, when outlined under the special provisions of this contract, shall take precedence over the above requirements in part or in full as described therein.

Policy Cancellation

The User shall furnish a new certificate prior to any change or cancellation date. The failure of the User to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

Additional Insured

The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on the User's Commercial and Excess/Umbrella Insurance for liability arising out of User's products, goods, and services provided under this contract. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with the insurance certificate.

Subcontractors

All subcontractors shall meet the requirements of this Section before commencing work. In addition, User shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Certificate Holder

The Mayor and Council of Rockville

(Contract #, title)

City Hall

111 Maryland Avenue

Rockville, MD 20850